



POSITION VACANCY ANNOUNCEMENT
NGSD-HRO-15- ADOS-01
Opening Date: 6 November 2014
Closing Date: 12 December 2014

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: PTAE 155th EN Company (Horizontal) (1 position)

LOWEST/HIGHEST GRADE AUTHORIZED: E-5 through E-6

DURATION OF ASSIGNMENT: Upon Approval – 15 August 2015. This position is ADOS and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements.

ORGANIZATION: South Dakota National Guard Readiness Branch

SELECTING OFFICIAL: LTC Pete Jerzak
Readiness Branch Chief
6761 (1-605-737-6761)
peter.j.jerzak.mil@mail.mil

LOCATION: Wagner, SD

Announcement does not constitute commitment to fill position.

POSITION DESCRIPTION:

The South Dakota National Guard PTAE Program is seeking a Training Assistor in Wagner, SD. Applicant should have technical, analytical, supervisory or administrative experience that demonstrates the applicant's ability to analyze and solve problems. Applicant should have good organizational skills and be able to work as part of a large workforce, but must be able to work independently with an eye for time management. List of duties is included below but other duties may be assigned as mission dictates:

- Provide unit training information and/or documentation through command channels to DCSOPS SDARNG.
- Work in a collaborative effort with supported unit Commander and/or Training Officer/NCO.
- Provide independent impartial/unbiased analysis of pre-mobilization training conducted by the unit to the PTAE C2.
- Research updated TTPs and provide current Tactics, Techniques, and Procedures (TTPs) and standards to training unit.
- Provide, monitor, and assist unit update of MPDV TORT.
- Assist in the conduct and completion of unit training.
- Attend all briefings and conferences concerning the training unit.

- Track unit performance and provide observations to the training unit's chain-of-command.
- Oversee unit submission of certification data and battle rosters.

QUALIFICATION REQUIREMENTS:

- General: Applicant must be a member or become a member of the SD Army National Guard.
- Experience: Applicant should have office administrative experience, know how to operate a variety of office equipment, be able to maintain and account for resources and have research and analysis skills. Must possess strong communication and interpersonal skills, as well as, good organizational, computer and time management skills (able to work independently). Knowledgeable in MS Office programs and database systems.
- Other: Applicant must be able to complete the determined tour of military duty prior to ETS. Outside employment associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Position may require weekend or evening hours.
- Other: Recent deployment experience, although not necessary, is helpful in conducting the mission of the PTAE.
- Other: Individual must be MOS and DMOS qualified in current unit of assignment prior to entrance into PTAE ADOS program.
- Other: Individual should be current on all NCOES schools.

Submit the following:

1. DA Form 1058-R (Army Guard).
2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
3. Letter of Recommendation from Unit Commander.
4. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
5. Most recent AITS height and weight printout
6. Most recent DA Form 5500 or 5501[If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
7. APFT Score Card (DA 705) with a successful passing score within 12 months.
8. Copy of any permanent profiles

Applications must be postmarked by 12 December 2014 and mailed to address below:

SD National Guard
HUMAN RESOURCE OFFICE
ATTN: SSG James Blackwell
2823 West Main Street
Rapid City, SD 57702-8170

FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD: Applicants will notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

EQUAL OPPORTUNITY: The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factors.